



October 30, 2013

Mr. Tim Cost
President
Jacksonville University
2800 University Boulevard North
Jacksonville, FL 32211-3397

UPS Tracking Number: 1ZA879640191355253

Re: **Final Program Review Determination**
OPE ID: 00149500
PRCN: 2013-2-04-28209

Dear Mr. Cost:

The U.S. Department of Education's (Department's) School Participation Division - Atlanta issued a program review report on June 6, 2013 covering Jacksonville University's (JU) administration of programs authorized by Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 et seq. (Title IV, HEA programs), for the 2011-2012 and 2012-2013 award years. JU's final response was received on August 2, 2013. A copy of the program review report (and related attachments) and JU's response are attached. Any supporting documentation submitted with the response is being retained by the Department and is available for inspection by JU upon request. Additionally, this Final Program Review Determination (FPRD), related attachments, and any supporting documentation may be subject to release under the Freedom of Information Act (FOIA) and can be provided to other oversight entities after this FPRD is issued.

Purpose:

Final determinations have been made concerning all of the outstanding findings of the program review report. The purpose of this letter is to: (1) identify liabilities resulting from the findings of this program review report, (2) provide instructions for payment of liabilities to the Department, and (3) notify the institution of its right to appeal.

Protection of Personally Identifiable Information (PII):

PII is any information about an individual which can be used to distinguish or trace an individual's identity (some examples are name, social security number, date and place of birth). The loss of PII can result in substantial harm, embarrassment, and inconvenience to individuals and may lead to identity theft or other fraudulent use of the information. To protect PII, the finding in the attached report does not contain any student PII. Instead, the finding references students only by a student number created by Federal Student Aid. The student numbers were assigned in Appendix A, Student Sample.

Federal Student Aid
An OFFICE of the U.S. DEPARTMENT of EDUCATION

Federal Student Aid, Atlanta School Participation Division
61 Forsyth Street, Suite 18T40
Atlanta, Georgia 30303-8918

Record Retention:

Program records relating to the period covered by the program review must be retained until the later of: resolution of the loans, claims or expenditures questioned in the program review; or the end of the retention period otherwise applicable to the record under 34 C.F.R. §§ 668.24(e)(1), (e)(2), and (e)(3).

The Department expresses its appreciation for the courtesy and cooperation extended during the review. If the institution has any questions regarding this letter, please contact David Smittick at 404-974-9301. Questions relating to any appeal of the FPRD should be directed to the address noted in the Appeal Procedures section of this letter.

Sincerely,

(b)(6); (b)(7)(C)

Charles L. Engstrom
Division Director

Enclosure:
Protection of Personally Identifiable Information

cc: Breanne A. Simkin, Financial Aid Administrator
Samuel Ferguson, Florida Commission for Independent Education (EXEMPT)
Dr. Belle S. Wheelan, Southern Association of Colleges and Schools Commission on Colleges

PROTECTION OF PERSONALLY IDENTIFIABLE INFORMATION

Personally Identifiable Information (PII) being submitted to the Department must be protected. PII is any information about an individual which can be used to distinguish or trace an individual's identity (some examples are name, social security number, date and place of birth).

PII being submitted electronically or on media (e.g., CD-ROM, floppy disk, DVD) must be encrypted. The data must be submitted in a .zip file encrypted with Advanced Encryption Standard (AES) encryption (256-bit is preferred). The Department uses WinZip. However, files created with other encryption software are also acceptable, provided that they are compatible with WinZip (Version 9.0) and are encrypted with AES encryption. Zipped files using WinZip must be saved as Legacy compression (Zip 2.0 compatible).

The Department must receive an access password to view the encrypted information. The password must be e-mailed separately from the encrypted data. The password must be 12 characters in length and use three of the following: upper case letter, lower case letter, number, special character. A manifest must be included with the e-mail that lists the types of files being sent (a copy of the manifest must be retained by the sender).

Hard copy files and media containing PII must be:

- sent via a shipping method that can be tracked with signature required upon delivery
- double packaged in packaging that is approved by the shipping agent (FedEx, DHL, UPS, USPS)
- labeled with both the "To" and "From" addresses on both the inner and outer packages
- identified by a manifest included in the inner package that lists the types of files in the shipment (a copy of the manifest must be retained by the sender).

PII data cannot be sent via fax.

Prepared for
Jacksonville University

Federal Student Aid
An OFFICE of the U.S. DEPARTMENT of EDUCATION

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OPE ID 00149500
PRCN 2013-2-04-28209

Prepared by
U.S. Department of Education
Federal Student Aid
School Participation Division - Atlanta

Final Program Review Determination October 30, 2013

Federal Student Aid, Atlanta School Participation Division
61 Forsyth Street, Suite 18T40
Atlanta, Georgia 30303-8918

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A. Institutional Information

Mr. Tim Cost
President
Jacksonville University
2800 University Boulevard North
Jacksonville, FL 32211-3397

Type: Private Non-Profit

Highest Level of Offering: Doctorate

Accrediting Agency: Southern Association of Colleges and Schools Commission on Colleges

Current Student Enrollment: 3,965 (2012-2013 Award Year)

% of Students Receiving Title IV: 57.20% (2012-2013 Award Year)

Title IV Participation: National Student Loan Data System (NSLDS)

2011-2012 Award Year *

Federal Direct Loan Program (FDL)	\$27,538,471
Federal Pell Grant Program (FPELL)	\$ 4,682,098
Federal Work Study Program (FWS)	\$ 255,105
Federal Supplemental Educational Opportunity Grant Program (FSEOG)	\$ 326,396
Federal Perkins Loan Program (FPERKINS)	\$ 78,355

Default Rate FFEL/DL:	2010	7.9%
	2009	9.2%
	2008	5.9%

Default Rate Perkins:	2012	37.3%
	2011	31.4%
	2010	14.6%

B. Scope of Review

The U.S. Department of Education (the Department) conducted a program review at Jacksonville University (JU) from March 11, 2013 to March 15, 2013. The review was conducted by David Smittick, Melody Parker-Venable and Arva Thomas.

The focus of the review was to determine JU's compliance with the statutes and federal regulations as they pertain to the institution's administration of Title IV programs. The review consisted of, but was not limited to, an examination of JU's policies and procedures regarding institutional and student eligibility, individual student financial aid and academic files, attendance records, student account ledgers, and fiscal records.

A sample of 30 files was identified for review from the 2011-2012 and 2012-2013 (year to date) award. The files were selected randomly from a statistical sample of the total population receiving Title IV, HEA program funds for each award year. Appendix A lists the names and social security numbers of the students whose files were examined during the program review.

Disclaimer:

Although the review was thorough, it cannot be assumed to be all-inclusive. The absence of statements in the report concerning JU's specific practices and procedures must not be construed as acceptance, approval, or endorsement of those specific practices and procedures. Furthermore, it does not relieve JU of its obligation to comply with all of the statutory or regulatory provisions governing the Title IV, HEA programs.

C. Findings and Final Determinations

Resolved Findings

Findings # 1-2 and Findings 4-8.

JU has taken the corrective actions necessary to resolve findings 1-2 and Findings 4-8 of the program review report. Therefore, these findings may be considered closed. Findings requiring further action by JU are discussed below.

Findings with Final Determinations

The program review report finding requiring further action is summarized below. At the conclusion of the finding is a summary of JU's response to the finding, and the Department's final determination for that finding. A copy of the program review report issued on June 6, 2013 is attached as Appendix B.

Finding #3: Federal Pell (FPELL) Grant Overpayment

Citation: 34 C.F.R. § 668.22(c) indicates the amount of Title IV, grant or loan assistance that is earned by the student is calculated by determining the percentage of Title IV, grant or loan assistance that is earned by the student, as described in paragraph (e)(2) of this section, and determining the percentage of Title IV grant or loan assistance that has been earned by the student as described in paragraph (e)(2) of this section.

Similarly, Federal regulation, 34 C.F.R. § 690.62 indicates the amount of a student's FPELL award for an academic year is based upon the payment schedule and disbursement schedules published by the Secretary for each award year.

The scheduled award is the maximum amount a student can receive during an award year for a given enrollment status, after considering the student's expected family contribution (EFC) and cost of attendance (COA).

Noncompliance: During the course of the review, one student was identified who received a FPELL Grant overaward.

Student # 3, an independent student during the spring 2011-2012 term, registered for 6 credit hours, but only attempted 3 credit hours. JU awarded and disbursed FPELL grant funds as though the student was halftime (6 credit hours). JU did not recalculate the student's FPELL award even though the student officially withdrew from 3 credit hours in the spring 2011-2012 term during drop and add. JU disbursed \$1,388. The student was only eligible for \$694. Student #3 was overawarded \$694.

Required Action: In its response, for student 3, JU was required to provide supporting documentation to the Department that the student either earned the FPELL disbursed, or if not, that the ineligible FPELL funds have been returned to the appropriate program. JU was advised that if it could not provide supporting documentation that the student was eligible for the FPELL Grant funds, it would be responsible for the overaward.

JU's Response: The University agrees with the finding that student #3 was overpaid \$694 in FPELL Grant funds.

Final Determination: JU is responsible for repayment of the FPELL overaward for student #3. Please refer to the repayment instructions in this report.

D. Repayment Instructions

Since the total liability amount owed to the Department is minimal (less than \$1,000), a receivable is not being established with the Department's Accounts Receivable Group. However, JU remains responsible, in its role as a fiduciary for Title IV, HEA federal funds, for making restitution to the appropriate account(s) in the amount(s) indicated in the applicable finding(s) and must satisfy all program reporting requirements in making any required adjustments in COD. Upon making any necessary adjustments in COD, any funds owed must be returned to the Department via G5. In addition, JU must ensure that it has corrected its procedures so that this type of finding does not recur or is not repeated. A copy of the adjustment to each student's COD record, as well as proof that the funds were returned through G5, if applicable, must be sent to David Smittick **within 45 days of the date of this letter to:**

David Smittick
Senior Institutional Review Specialist
U.S. Department of Education
61 Forsyth Street, Room 18T40
Atlanta, GA 30303-3104
Or by email to David.Smittick@ed.gov

Finding #3

JU must repay:

PELL Closed Award Year			
Amount (Principal)	Amount (Interest)	Title IV Grant	Award Year
\$694	0	FPELL	2011-2012
Total Principal	Total Interest		
\$694	\$0		

The disbursement record for each student identified in the Finding 3 must be adjusted in the Common Origination and Disbursement (COD) system based on the recalculated amount.

Appendix A and B are attached to this report.